

# Nonprofit Event- Temporary Alcohol Permit Application



City of Dunwoody  
41 Perimeter Center E, Ste 250  
Dunwoody, GA 30346  
Phone: (678) 382-6700  
Fax: (770) 396-4705

A nonprofit event is any organized activity having as its purpose entertainment, recreation, and/or education which takes place on private property such as non-profit fundraising events. Permits are also required for **all** special events that involve the consumption of alcohol.

Individuals, organizations, or groups wishing to hold events on private property must obtain a Nonprofit Event Permit from the City of Dunwoody, as required by *Chapter 20, Assemblages in Public Places*.

Although our Nonprofit Event Permit Application is used for a wide range of special events, the review process differs based on the type and details of the event. For example, if the event will include temporary structures such as tents or stationary vehicles, the DeKalb County Fire Marshal's office requires 5 business days to review site and temporary structure plans. Furthermore, if alcohol is to be served or sold at the event, the event producer or business owner must also obtain an Alcohol Permit through the Finance Department and hire private security officers to prevent alcohol from being removed from the premises. The City's alcoholic beverage requirements are governed in accordance with Dunwoody Ordinance, Chapter 4, Alcohol Beverages.

As with the review process, the fees for the special event permit vary depending on the type and extent of the event. The fee schedule is available online at the City's website, [www.dunwoodyga.gov](http://www.dunwoodyga.gov). Permit fees will be assessed based on the information provided in the application. The producer of the event is responsible for any additional costs incurred by the City as a result of the event.

Nonprofit Event applications must be submitted at least 60 days prior to the planned special event. Public assemblages such as a procession, rally, or march must be filed at least 15 days prior to the planned event but no more than 60 days prior to the planned event.

All permits related to your special event should be posted at greeting areas or main entrances to the event. City staff may ask event producers or business owners to show proof of permit during the event.

Please submit the following Nonprofit Event Alcohol Permit Application and required supplemental materials to the Finance Department, located at 41 Perimeter Center East, Suite 250, Dunwoody GA 30346. If you have questions, please do not hesitate to contact the Finance Department at (678) 382-6700.

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	Name of Business:
	Business Address:
Type	Type of Event: <input type="checkbox"/> Non-Profit
Required Event Details	Location of the Event (street address or intersection):
	Date/Duration of Event, From: _____ To: _____ <input type="checkbox"/> Annual <input type="checkbox"/> One Day Event
	Actual Event Hours: _____ a.m. / p.m. Until: _____ a.m. / p.m.
	Projected Event Attendance:
	Required Proof of City of Dunwoody Alcohol Business License – attached? (yes / no)
	Will the event include temporary signs or banners? (yes / no) <i>If yes, you must submit a Temporary Sign Permit Application (Contact Community Development)</i>
Additional Requirements	<b>Note: Other Permits may be required based on the type of event. Please read the special instructions carefully. You may contact the Community Development Office at 678-382-6800.</b>
	Please remit payment for Alcohol Fees as applicable: See Attached Fee Sheet <i>Event sponsors must be in compliance with Chapter 4, Alcoholic Beverage Ordinance.</i>
Property Owner	Owner's Name:
	Owner's Address:
	Phone:
	Email:

Note: The Non-profit Event Alcohol Permit shall be issued only to an individual person, the business owner/sponsor of the event. In this case, business owner/sponsor means the person responsible for planning, producing, and conducting the special event. If a group, organization, association, or other entity is sponsoring the special event, a designated agent shall be named for purposes of the permit, and that individual shall be solely and fully responsible for compliance with all provisions of the Non-profit Event Alcohol Permit.

**Nonprofit-  
Temporary Alcohol  
Applicant's Certification,  
Affidavit and Signature**



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Name of Event: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

I hereby agree that as a condition to the issuance of a Non-profit Event Alcohol Permit, the business owner/sponsor of the Event shall indemnify and hold the City harmless from claims, demand or cause of action which may arise from activities associated with the event.

I hereby solemnly swear, subject to criminal penalties for false swearing, that the statements and answers made by me to the foregoing questions in this application for a Non-profit Event Alcohol Permit, are true, and no false or fraudulent statement or answer is made herein to procure the granting of such permit.

I hereby state and understand that should a complaint be filed against the owner/sponsor of the Event for violation of any regulation associated with the application for the City of Dunwoody Non-profit Event Alcohol Permit, the permit issued for the event will immediately become void and will not reissue for the same location.

Owner/Sponsor  
Signature: \_\_\_\_\_

Sworn and Attested before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Signature: \_\_\_\_\_

Staff Use Only	
Permit #:	Administrative Fees: N/A
FA Processed By:	FA Permit Fees:
Approved/Denied By:	Expiration Date:
Approval Date:	Denied Date:

***Affidavit Verifying Status  
for City Public Benefit Application***

By executing this affidavit under oath, as an applicant for a City of Dunwoody, Georgia Business License or Occupation Tax Certificate, Alcohol License, Taxi Permit or other public benefit as referenced in O.C.G.A. Section 50-36-1, I am stating the following with respect to my application for a City of Dunwoody license/permit for

\_\_\_\_\_  
[Name of natural person applying on behalf of individual, business, corporation, partnership, or other private entity]

1) \_\_\_\_\_ I am a United States citizen

**OR**

2) \_\_\_\_\_ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older and lawfully present in the United States.\*

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

\*Alien Registration number for non-citizens \_\_\_\_\_

**\*\*PLEASE INCLUDE A COPY OF YOUR PERMANENT RESIDENT CARD, EMPLOYMENT AUTHORIZATION, GREEN CARD, OR PASSPORT WITH A COPY OF YOUR DRIVER'S LICENSE IF YOU ARE A LEGAL PERMANENT RESIDENT (#2).**

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

Notary Public: \_\_\_\_\_ My Commission Expires: \_\_\_\_\_

\*Note: O.C.G.A. § 50-36-1(e)(2) requires that aliens under the federal Immigration and Nationality Act, Title 8 U.S.C., as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien", legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number below:

\_\_\_\_\_

**The Following Fees Are Not Prorated:**

<input type="checkbox"/>	Nonprofit Temporary	\$50	Per day for beer and/or wine
<input type="checkbox"/>	Nonprofit Temporary	\$50	Per day for liquor
<input type="checkbox"/>	Nonprofit Annual	\$500	Annual for beer and/or wine
<input type="checkbox"/>	Nonprofit Annual	\$1,000	Annual for liquor
<input type="checkbox"/>	Wine Tasting Event	\$50	Per day
<input type="checkbox"/>	Wine Tasting Annual	\$300	Annual
<input type="checkbox"/>	Resident Catered Event	\$50	Per day
<input type="checkbox"/>	Pouring Permit	\$60	Per Individual (# of permits requested __ )
<input type="checkbox"/>	Background Check	\$50	Alcohol License (Dunwoody Police Department) (# of permits requested __)